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KEVIN HUFFMAN
COMMISSIONER

To: Textbook Collection Site Coordinators
From: Morgan Branch, Director of Textbook Services
Date: August 2, 2013
Re: Textbook Collection Site Policies

A. Textbook Collection Site Policies

The state of Tennessee has ten "textbook collection sites" where community members may review textbook materials proposed for adoption in Tennessee public schools. Comments may be provided to the Department of Education by submitting a form to Morgan Branch, Director of Textbook Services.

Although varying in size and operated by individual universities, textbook collection sites are to be as accommodating as possible to community members.

It is the policy of the Department of Education that each collection site will implement the following policies regarding access to textbooks:

- 1) Textbook materials will be accessible for review during all of the collection site's operating hours.
- 2) Textbook materials may not be removed from the site and may not be checked out by anyone during the state textbook review period.¹
- 3) Appointments to review textbooks are not required, but in order to ensure staff personnel are available to provide access to the textbook materials, community members are encouraged to call ahead to confirm the hours of operation of each textbook site. Contact information and current hours of operation are available on the Textbook Services website.
- 4) Textbook collection sites abide by federal copyright laws and shall post the reminders described in section B in the collection site.
- 5) Collection sites will provide the form to all community members desiring to review textbooks and provide comments.

Please note that select publishers provide online access to instructional materials currently under review. Accessing materials online may be a preferred method for review for some community members. A list of those publishers providing online access is provided in section D below.

¹ After the end of the state textbook review period on November 1, university users may check out textbook materials.

B. Federal Copyright Law

The textbooks that are made available for review are copyrighted material. As such, the textbook publishers alone possess the rights to reproduce, distribute, photocopy, and lend its materials.²

An individual electing to reproduce, distribute, photocopy, or lend materials in a manner not in compliance with federal copyright law may be legally sanctioned.

Please refer to section C for information on how to obtain authorized copies of complete textbook materials.

C. Authorized Reproduction

To obtain authorized copies and reproductions of textbook materials, please access the following websites or contact the following individuals:

- Cengage/National Geographic: Contact Karen Lee by phone at 800-730-2214 or email PermissionRequest@cengage.com
- Houghton Mifflin Harcourt Publishing Company: Requires a written request.
<http://customer care.hmhco.com/permission/HMHEducation.html>

McGraw-Hill; Pearson; and Bedford/St. Martins, W.H. Freeman & Company, and Worth Publishers do not allow reproduction of their materials.

D. Available Online Resources

The following publishers have provided online access to certain textbook materials:

- Gibbs-Smith
- Houghton Mifflin Harcourt Publishing Company
- McGraw-Hill
- Studies Weekly

Instructions for online access is available on the Textbook Services website.

Please note that federal copyright law applies to these materials as well.

² 17 U.S.C.A. § 106.